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11 June 1956

MEMORANDUM FOR: Director of Personnel

SUBJECT : Travel Support Furnished Project AQUATONE by Central Processing Branch

1. As you are aware, the increasing amount of travel, both PCS and TRV, which has been generated over the past several months by this Project has resulted in the assignment of a full time Passenger Traffic Officer to the Project Administrative Section. The creation within the Project of a Travel Unit was largely necessitated by certain travel control responsibilities which could not normally be supported, because of security considerations, by the existing mechanisms of the Agency - namely, Central Processing Branch.

2. In order to avoid the formation of counterpart units within the Project to carry on functions and services which are normally obtainable from already existing Agency components, the Project has endeavored to continuously avail themselves of the facilities of the Central Processing Branch. At all times we have had the fullest cooperation from personnel of the Branch, and this in spite of a continuing number of "crash" requirements originating with little or no advance warning from the Project. We have also requested assistance from Central Processing Branch for certain personnel who are not directly with the Agency, but for operational and security reasons, must be supported by Project AQUATONE. This support has frequently disrupted the orderly processes of the Central Processing Branch and particularly has necessitated what we feel is an inordinate amount of time to be spent on these Project-generated requirements insofar [redacted] has been of real assistance to the Project throughout the initial deployment of our overseas units and has given unsparingly of her time in order that the above mentioned priority cases might be expedited.

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3. With the establishment of the Travel Unit within the Administrative Section of the Project, we feel that the necessary support which this Project must furnish non-CIA commercial contractors may now be concentrated within the Project staff. Such support is already being furnished by the Project staff insofar as reservations, procurement of tickets, and the majority of documentation is concerned. The one remaining area which causes some unnecessary confusion is the procurement of passports for such personnel. Heretofore we have imposed upon [redacted] time and good offices in order that such passports might be channeled to the Department of Defense and thus eventually into our hands. [redacted] has been able to fully acquaint our personnel with the means of securing such passports and we would like to request your approval of the Project Travel Unit's initiating the normal sponsoring letter, over [redacted] signature, to the Department of State in order that the entire passport procedure for contractor personnel might be controlled within the Project. This relatively simple expedient would thus enable the Project

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to follow through and procure passports in a manner exactly the same as now being followed, but without requiring that [REDACTED] be constantly available on relatively short notice to visit the Project Headquarters for briefing, etc., of non-agency personnel.

4. We feel that the support of non-CIA personnel, which might be considered a Project responsibility but not necessarily coming within the purview of normal Agency responsibilities, should and can be controlled within the Project; we would like to continue to request all possible support from the Central Processing Branch in connection with travel requirements of Agency staff personnel and military details assigned to the Project.

FOR THE PROJECT DIRECTOR:

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[REDACTED]
Director of Administration

[Signature] cc: Chief, CPB

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